

**ARKANSAS FORESTRY COMMISSION**  
**TRAVEL POLICY AND PROCEDURE**  
**§ 135**

**Forms (as applicable): A135.200, A135.300, TR-1, TR-1A, TR-1B**

1. The AFC reimburses employees for actual expenses of authorized business travel as regulated by Arkansas law.
2. Travel Administrators who may authorize business travel expense by TR-1 are:
  - a. State Forester
  - b. Deputy State Forester
  - c. Assistant State Foresters
  - d. District Foresters
  - e. State Forest Manager
  - f. Rural Fire Protection Administrator
  - g. Fiscal Officer
  - h. Human Resources Administrator
  - i. Reforestation Manager
  - j. FIA Coordinator; and
  - k. Fire Management Officer.
3. Form A135.300 is required for
  - a. Out of state travel
  - b. Training, in or out of state; and
  - c. Payment of registration fees from Conference/Training budget.
4. Meal reimbursement is allowed only when business travel requires overnight lodging or with advanced authorization by the State Forester.
5. Travel expenses are reimbursable when employees travel away from their “official station” on AFC business. “Official station” is the geographic location or address where the employee reports for duty and is designated in writing by supervisors. An employee’s “residence” is the city or town where the employee lives (**not a P.O. Box**).
6. The travel day for reimbursement of meals and lodging begins at 6:00 a.m. and ends at 6:00 a.m. the following day. The times of departure and return determine how many meals are eligible for reimbursement.
  - a. If travel begins before 6:00 a.m., three meals are allowed.
  - b. If travel begins after 6:00 a.m., two meals are allowed.
  - c. If travel begins after 12:00 noon, one meal is allowed.
7. Reimbursement for lodging is limited to the single room rate. If two employees share a double room, separate receipts are required showing one-half lodging rate.

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8. The maximum daily rates for meals and lodging are listed in the Federal Travel Directory, which is updated every October. See <http://www.gsa.gov>. Under *Travel Resources* column on the website, click on *Per Diem Rates* to find allowed rates. Arkansas pays actual lodging and meals costs not to exceed rates listed. Please note a \$5.00 incidental rate is included in the meal column. The \$5.00 is not allowable.
9. Employees may be reimbursed a maximum of 15% for meal tips while on official business; however tips may not exceed the maximum per day meal allowance.
10. Lodging costs exceeding the listed rates will not be reimbursed without an advanced authorization from the State Forester or the Fiscal Officer.
11. Lodging, parking, taxi, and travel-related receipts are required. Meal receipts are required for travel paid from conference/training budget. Alcoholic beverages, flowers, valet service, laundry, cleaning, movies or similar services are ineligible for reimbursement.
12. Employees will travel economically.
13. Reimbursement for out-of-state travel will be the lesser of commercial transportation or the established rate of private car mileage, based on map mileage when driven.
14. Contact AFC Fiscal officer for current mileage reimbursement rates on privately owned vehicles used on official business. Map mileage must be used for reimbursement. Employees will not be reimbursed for travel between their residence and official station.
15. Record travel between two official map locations and vicinity travel on Form TR-1 as follows.
  - Little Rock to Fayetteville 192 map miles
  - Vicinity travel in Fayetteville 15 miles
  - Fayetteville to Little Rock 192 map milesWhen responding to an emergency outside normal work hours, emergency response employees may claim mileage from their residence or response location, whichever is closer.
  - a. Example 1: AFC work center (official station) is 7 miles north of official map location, Murfreesboro. Employee responds to fire from work center.
    - Fire is 7 miles south of Murfreesboro location (one way = 14 miles)
    - Travel points for reimbursement are: From/To: Murfreesboro vicinity = 28 miles
  - b. Example 2: Employee responds to fire from residence that is located between work center and official map location

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- residence is 3 miles north of official map location, Murfreesboro
  - fire is 7 miles south of Murfreesboro (one way = 10 miles)
  - Travel points for reimbursement are: From/To: Murfreesboro vicinity = 20 miles
  - c. Example 3: Employee responds to fire from residence that is closer to the fire than the work center *or* the official map location
    - residence is 3 miles south of official map location, Murfreesboro
    - fire is 7 miles south of Murfreesboro (one way = 4 miles)
  - d. Travel points for reimbursement are: From/To: Murfreesboro vicinity = 8 miles
16. An employee may be assigned unanticipated duties outside the normal work schedule.
- a. If these duties require the employee to commute from his residence to the job and back in a private vehicle, the employee may be reimbursed for mileage from their residence or work center, whichever is closer.
  - b. Documentation required is a file copy of a written statement signed by the employee's supervisor and a copy attached to the applicable TR-1 stating that 1) the time worked was authorized, 2) the reason the time was worked and travel authorized, and 3) consequences had the duty not been performed.
17. Direct billing of lodging and commercial transportation may be made using the Arkansas Agency Travel Card. For more information, contact the AFC Fiscal Officer.
18. Direct billing requires State Forester approval in advance.
19. Employees should file the following required reimbursement forms within five working days after returning from travel:
- a. TR-1: meal, lodging, and/or mileage reimbursement
  - b. TR-1A: attach to TR-1 for mileage reimbursement
  - c. TR-1B: attach to TR-1 if any part paid by direct bill (if 100% of cost is direct billed, TR-1 or TR-1B forms not required)
  - d. Send original form through supervisory chain to AFC Little Rock. Retain copies as applicable by AFC Unit and employee.
20. Submit monthly mileage reimbursement by the fifth working day of the next month.
21. This revised AFC Policy § 135 supersedes all earlier versions of AFC § 135 and interpretive memoranda, which are hereby repealed.